

Readington Township Board of Education Finance/Facilities Meeting Minutes

Time and Date of Meeting: Tuesday, Nov. 15, 2016 at 9:00 a.m.
Location: Board Meeting Room
Committee Members: Bill Goodwin, Chair
Cheryl Filler, Laura Simon, Ray Egbert
Administrative Staff: Barbara Sargent, Superintendent
Tom Venanzi, SBA/Board Secretary
Don Race Facilities Manager

Audit Report

The audit covers the process in collecting and recording the figures as well as the accuracy of calculations. There were two negative findings and one suggestion.

One finding involved the underreporting of the number of students eligible for transportation aid that is given to students who attend the private schools. This underreporting on the DRTRS form, which was sent to the State last June, caused us to receive less state aid (by a small amount), than what we were entitled.

The second finding was that the district failed to verify all the people receiving payroll checks within the last three year period, as required.

The suggestion was that receipts for HBS student activities should be supported by proper supporting documentation, i.e. proper documentation was missing.

These two findings and their remedies were on the agenda of the 11-15-2016 Board meeting.

In the early pages (pp 12-19) of the audit report, the text and tables include \$10.8 million in assets and the same amount in liabilities for retirement benefits. By contrast, the text and tables elsewhere in the audit document and for the District's annual budget, only include the district's annual payment towards retirement benefits.

Budget Goals and Schedule

The budget discussions will be scheduled part of the regular board meetings, where possible. A short discussion occurred around the issue of district provided materials vs. parent provided materials. This will be discussed further at a future budget meeting.

2016 Summer Facility Projects

Tom provided a spreadsheet page that summarized the projects – budgeted, expended, encumbered, and balance for the three sites: RMS, HBS, and TBS. Tom noted that the district's share of costs, \$1.2 million, has not yet been debited out of the capital reserve accounts. That will occur on the two dates when bond payments are made.

Trees Along Driveway

Following a meeting discussion, Tom stated that evergreens would be planted in the spring with March being the best time for planting.

2017 Summer Facility Projects

Don prepared a list of possibilities and our engineering contractor provided cost estimates. For 2017 the committee chose projects for refurbishing selected bathrooms in TBS and WHS, TBS sidewalk/curb repairs, and new RMS library-entrance doors. Paving projects were put off until 2018. The basketball court will have cracks filled to last another season. Other projects involving crack filling/seal coating/stripping could be postponed for at least another year.

Fees for Facility Usage

Fees were discussed, but no decisions made regarding the size of the fees. Don will implement a registration form for the outdoor facilities like the one is required for indoor activities.

Next Meeting

December 7th, 9am.